**Resource Description and Access (RDA)**

**Cataloging Rules for the 20th Century**

**+Help Sheet for Books**

* + Add **336 tag** = text Graphic novel gets an extra **336 tag**=still image
  + Add **337 tag** = unmediated
  + Add **338 tag** = volume
* Spell out all abbreviations except cm
* Double-click on Leader 000 ; in dropdown choose ISBD punctuation included:
* **040 tag** (Not a completed RDA record if this tag is not updated)
  + a XXX
  + b eng
  + e rda
  + c XXX
  + d XXX
  + d UtSaJHS
* **100 tag** author is listed in 1st subfield and a 2nd subfield is added
  + e author
    - **100a** Dashner, James, **100a** Bray, Libba,
    - **d** 1972- **e** author.
    - **e** author.
* **245 tag** if multiple authors are listed as et.al… change to listing all of the authors or list one and xx others (whatever number)
  + **245a** Using the library to your advantage in high school /
  + **c** by Jenny Olsen, Suzanne Richens, Laurel Harris and Susan Saunders ; illustrated by Catherine Bate.
  + **Or**
  + **245c** by Jenny Olsen and three others ; illustrated by Catherine Bates.
* **250 tag** edition spelled out or remove as appropriate (multiple ISBN’s remove because they are not all 1st editions, probably include paperbacks – Fiction usually the edition is removed. Non-fiction more often only the one edition)
* **260 tag**
* Common abbreviation in **tag 260a** if location is unknown is changed
  + S.l. = [Location not given]
* Common abbreviation in **tag 260b** if publisher is unknown is changed
  + S.n = [Publisher/distributor not given]
* **260a**  State is spelled out or added
* Copyright symbol is inserted or replaces c
* **©** Alt G for MAC - **©** Alt 0169 for PC
* If date is in brackets look at the book. A bracket is a prepublication estimate.
* RDA does not allow two dates in **260c** . If two dates are in **260c** add tag **264**
* **264 tag with 2nd indicator as 4 and subfield c**
  + 264 4 c ©2007
* Does not close with a period.
* **300 tag** spell out all abbreviated words
* tag 300a p. = pages
* tag 300b col. = color ill. = illustrations facsim. = facsimile
  + 300a 32 pages : 300a 376 pages ;
  + 300b color illustrations ; 300c 18 cm.
  + 300c 22 x 32 cm +
  + 300e 1 audiio disc.
* **490 tag** book rather than bk. (if series begins with an article its dropped and the 1st word in the title is capitalized)
* **504 tag** p. = page (s)
* **700 tag** add subfield e with descriptor written out
* e author, illustrator, editor, translator, etc.
* (If multiple authors listed in **245 tag**, list all of them separately in **700 tag** followed by 245e personal designator or a description of who they are i.e. illustrator, editor)
* **830 tag**
* If there is a **490 tag** for a series then there must be a corresponding **830 tag**
* **800 tag** can be a substitute. The abbreviation bk. is allowed in the **830 tag.**
* **800 tag** has the author first followed by the series
  + **800a** Mull, Brandon,
  + **d** 1974-
  + **t** Fablehaven ;
  + **v** bk. 5.
* **830 tag** does not need to have the same author for the series.
  + **830a** Fablehaven ;
  + **v** bk. 5.

**Punctuation Helps**

* **Tag 100** comma (,) precedes subfield e unless open – for birth date
  + 100 a Mikaelsen, Ben, 100 a Paver, Michelle,
  + d 1952- c author.
  + c author.
* **Tag 100** closes with a period (.)
* **Tag 245a** if preceding subfield b : (space colon) if preceding subfield c / (space slash)
* **Tag 245** closes with a period.
  + **245a** Almost astronauts : 100 a On thin ice /
  + **245b** 13 woman who dared to dream / 100 c by Jamie Bastedo.
  + **245c** by Tanya Lee Stone.
* **Tag 250** closes with a period (.)
* **Tag 260a** preceding subfield b : (space colon) **260b** preceding c, (no space comma)
* **260c** closes with a period.
  + **260a** New York, New York **:**
  + **260b** Aladdin Paperbacks,
  + **260c** 2002.
* **Tag 264** insert 4 in 2nd indicator code and subfield c for copyright
  + **264 4 c** ©2000
  + Does not close with punctuation of any kind
* **Tag 300a** preceding subfield b : (space colon)
  + or if preceding subfield c then ; (space semi-colon)
* **Tag 300c** preceding subfield e + (space plus) **Tag 300** closes with a period.
  + **300a** [38] pages : **300a**  134 pages ;
  + **300b** color illustrations **300c**  22 cm.
  + **300c** 26 x 30 cm +
  + **300e** 1 audio disc (4 ¾ inches).
* **Tag 490** preceding subfield v ; (space semi-colon) does not close with a period
* **Tag 830** preceding subfield y ; (space semi-colon) then closes with a period. 2nd indicator allows for series with an article i.e. a, an, or the
* Clean-up I do routinely: delete all 510 tags ; Delete duplicate 521 tags